

6 files
P6
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Mr. E. L. Harper
Assistant Commissioner
for Property Management
General Services Administration
Washington, DC 20406

2 JUL 1980

Dear Mr. Harper:

Enclosed is this Agency's FY 1981 Furniture Requirements Expense Plan. As requested by Tom Morris in his letter of April 29, I am also taking this opportunity to comment on some of the areas of furniture management within our Agency which are of interest to you.

Regarding recent trends in Agency furniture purchases, while the greater demand has been for standard furniture, requirements for systems furniture are increasing. This is being brought about by advances and greater use of technology and the need to adapt and design office space to provide for efficient and complimentary work environment. Therefore, while we understand that the moratorium on systems furniture will remain in effect for an indefinite period, our requirements for the coming year are included in the expense plan. If the moratorium is not lifted, we should discuss the possibilities of a waiver, since we feel that the use of standard furniture in these special circumstances is not an acceptable alternative.

This Agency has a well-established furniture rehabilitation program. It has long been our practice to use this furniture to the extent possible. New procurements are undertaken to replace furniture which is uneconomical to repair, or to meet new requirements for which there are insufficient reserves. We will continue our efforts to reduce furniture reserves and to rely on rehabilitated furniture and direct procurements to meet new requirements.

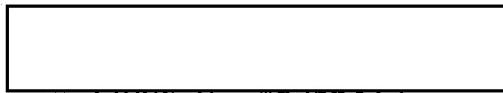
Regarding Mr. Morris' letter of June 9 and the question of furniture needs in support of cost reimbursable contracts, our normal practice is not to provide furniture, with the exception of security containers. In such cases, the property is maintained on record as Government-provided equipment for which the contractor is held responsible. I believe our procedures for audit and control are adequate.

Mr. E. L. Harper

I appreciate your cooperation and the understanding you have shown towards the Agency's special circumstances to protect sensitive information. As stated in our letter to Mr. Morris of April 3 from Don Wortman, Deputy Director for Administration, if, after your review and approval, you will return the expense plan to me I will see to it that it is forwarded to our Agency's OMR examiner.

If I can be of further assistance, please do not hesitate to call me.

Sincerely,



James F. McDonald
Director of Logistics

Enclosure

Distribution:

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STAT OL/SD/SMB [redacted] (27 May 80)

1 - OICOMPT



General Federal
Approved For Release 2003/05/23: CIA-RDP83-00957R000100090005-4
Services Supply Administration Service Washington, DC 20406

DD/A Registry
80-0706/1

Executive Registry
80-4522

REFERENCE

June 9, 1980

Admiral Stansfield Turner, USN
Director
Central Intelligence Agency
Washington, DC 20505

Dear Admiral Turner:

I want to bring you up to date on the status of the management of furniture subsequent to the OMB Bulletin 80-6 of February 27, 1980. We are together making excellent progress, with your Property Management Officer (PMO) and my staff working on the operational details. We have transmitted the FY 1981 Requirements and Expense Plans to your PMO on April 29, 1980, and have asked that they be completed and returned on or before July 1, 1980. We will make every effort to evaluate your Plan in an expeditious manner and submit it to OMB for final review and approval.

With respect to the validation of furniture requisitions dated prior to the OMB Bulletin, I have asked agencies to have those on which they require action back by June 1, 1980. We have been receiving a high percentage of cancellations to those requisitions, indicating a responsive attitude by agencies.

The furniture freeze has had a generally positive effect on the management of our personal property resources. We all have had to search for alternatives to new procurement and make better use of existing resources.

Operation Clean Sweep is well underway and the furniture Clearinghouse in GSA's National Capital Region became operational May 1, 1980.

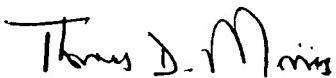
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2

Questions have been raised concerning furniture needs in support of cost reimbursable contractors. In a number of cases, title to the furniture vests with the government and therefore accountability should be maintained. I am not at this time going to impose any additional requirement regarding this development; however, you may wish to report this furniture as part of your requirements for FY 1981. We will be looking into this further with the assistance of your PMO and together develop a position for the future. In the interim, if you have any strong views on the matter, I would appreciate receiving them with your Requirements and Expense Plan submission for FY 1981.

I appreciate your continued support.

Sincerely,



THOMAS D. MORRIS
Commissioner



Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090005-4
General Services Supply
Administration Service Washington, DC 20406

APR 29 1980

Mr. James H. McDonald
Director of Logistics
Directorate of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Sir:

As authorized by OMB Bulletin No. 80-6 dated February 27, 1980, this letter and the enclosed documents are a major step in the implementation of OMB and General Services Administration plans to introduce stronger controls over the purchase and use of personal property (furniture) throughout the Executive branch of the Government.

In implementing this new initiative, our objectives are twofold:

- o Eliminate the problems of waste and mismanagement of office and household furniture which have been documented in agency reports, Congressional hearings and the media.
- o Assist agencies in establishing appropriate Property Management Organizations, staffs, and procedures to provide more efficient and effective commodity management.

The enclosed FY 1981 FSG 71 Furniture Requirements and Expense Plan submission and the FY 1981 FSG 71 Furniture Requirements Expense Plan Summary represent the initial major steps in those objectives. The Expense Plan and Summary cover all office and household furniture requirements. These two completed documents (GSA Form T-800 and GSA Form T-801) are to be submitted for each of the organizations detailed in the attached list, as appropriate.

The enclosed Requirements and Expense Plan and the Expense Plan Summary will require that agencies establish an organization and procedures for effective management of personal property. These procedures will provide the heads of agencies through their Property Management Officer, as well as OMB and GSA, with answers to the following questions: (1) whether the items and quantities requisitioned are in fact required, (2) whether adequate systems are in place to compute requirements, (3) whether proper inventory controls

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are established to account for property, (4) whether timely and appropriate use are being made of supplies and equipment, and (5) whether excess property is being utilized in lieu of new procurement. A copy of each agency's instruction establishing a Property Management Office organization and appropriate procedures for accomplishing the above objectives must be submitted with and will provide part of the backup for each agency's furniture requirements outlined on GSA Form T-800 and GSA Form T-801.

The enclosed instructions, forms, and definitions are largely self-explanatory. Please note the justification codes which are to be inserted in the appropriate column are very important, as are the narrative justifications which should be keyed into and accompany these codes. These codes and the narrative justifications will serve as the principle basis for GSA and OMB review and approval of an agency's Expense Plan. Please give your justifications careful consideration. In addition to the narrative justifications enclosed with these forms, each agency and bureau is responsible for maintaining, in its own files, additional detailed backup documentation for these submissions.

→ In addition, each agency is asked to provide in its transmittal letter, comments on the following areas:

- o recent trends in agency furniture purchased, to provide a basis for meaningful comparison;
- o agency efforts and plans to use existing stocks of rehabilitated items to meet furniture needs; and a
- o summary description of the agency's process for determining and projecting furniture requirements.

Both the FY 1981 FSG 71 Furniture Requirements and Expense Plan and the FY 1981 FSG 71 Furniture Requirements Expense Plan Summary are due as soon as possible, but no later than July 1, 1980, at GSA.

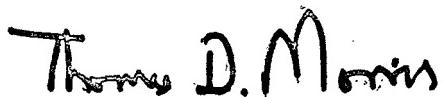
As stated in OMB Bulletin 80-6, the furniture freeze for each agency will be lifted as soon as each agency has received OMB approval of its FY 1981 FSG 71 Furniture Requirements Expense Plan Summary. Please return the enclosed documents, when completed, to the following address:

FY 1981 Furniture Requirements Expense Plan
GSA, Federal Supply Service (FRRA)
Washington, DC 20406

The agency submissions will be reviewed by GSA and then, if accepted, the Expense Plan Summary will be forwarded by GSA to the Office of Management and Budget recommending approval. The FY 1981 FSG 71 Furniture Requirements and Expense Plan serves as part of the backup and justification for the Expense Plan Summary. The information from these two documents will assist GSA in making cost effective furniture procurements and in establishing financial accountability for agency FY 1981 furniture acquisitions. GSA will track agency procurement expenditures against the Plans.

I will appreciate your complete cooperation and support, and prompt submission of these requirements.

Sincerely,



THOMAS D. MORRIS
Commissioner

Enclosures

<u>INDEPENDENT AGENCIES, COMMISSION, ETC.</u>	<u>GSA/FSS Contacts</u>	<u>Telephone</u>
ACTION	H. Earline Sinclair	557-8600
Administrative Conference of the United States	Rick L. Landers	557-8600
Advisory Commission on Inter-governmental Relations	H. Earline Sinclair	557-8600
Agency for International Development	Susan Jackson	557-8600
American Battle Monuments Commission	Linda S. Semko	557-0977
Appalachian Regional Commission	Judith L. Turlington	557-0977
U. S. Arms Control and Disarmament Agency	Susan Jackson	557-8600
Board for International Broadcasting	Rick L. Landers	557-8600
Community Services Administration	Anne B. Squires	557-8600
Civil Aeronautics Board	H. Earline Sinclair	557-8600
Commission of Fine Arts	Richard A. Crosariol	557-0977
Commission on Civil Rights	Linda K. Nelson	557-8600
Consumer Product Safety Commission	Judith L. Turlington	557-0977
Commodity Futures Trading Commission	Linda K. Nelson	557-8600
Environmental Protection Agency	Susan Jackson	557-8600
Equal Employment Opportunity Commission	Richard A. Crosariol	557-0977
Export-Import Bank of the United States	Richard A. Crosariol	557-0977
Farm Credit Administration	Anne B. Squires	557-8600
Federal Communications Commission	H. Earline Sinclair	557-8600
Federal Deposit Insurance Corporation	Linda K. Nelson	557-8600
Federal Election Commission	Judith L. Turlington	557-0977
Federal Emergency Management Agency	Richard A. Crosariol	557-0977
Federal Home Loan Bank Board	Judith L. Turlington	557-0977
Federal Labor Relations Authority	Susan Jackson	557-8600
Federal Maritime Commission	Rick L. Landers	557-8600
Federal Mediation and Conciliation Service	H. Earline Sinclair	557-8600

INDEPENDENT AGENCIES, COMMISSION, ETC.CSA/FSS ContactsTelephone

(continued)

Federal Reserve System	Anne B. Squires	557-8600
Federal Trade Commission	H. Earline Sinclair	557-8600
Foreign Claims Settlement Commission of the United States	Linda S. Semko	557-0977
✓General Services Administration	Susan Jackson	557-8600
Inter-American Commission	Linda K. Nelson	557-8600
International Communication Agency	Susan Jackson	557-8600
Interstate Commerce Commission	Linda S. Semko	557-0977
Merit Systems Protection Board	Susan Jackson	557-8600
National Aeronautics and Space Admini- stration	H. Earline Sinclair	557-8600
National Credit Union Administration	Rick L. Landers	557-8600
National Foundation on the Arts and the Humanities	Linda K. Nelson	557-8600
National Labor Relations Board	Richard A. Crosariol	557-0977
National Mediation Board	Richard A. Crosariol	557-0977
National Science Foundation	H. Earline Sinclair	557-8600
National Transportation Safety Board	Linda S. Semko	557-0977
Nuclear Regulatory Commission	Judith L. Turlington	557-0977
Occupational Safety and Health Review Commission	Susan Jackson	557-8600
Office of Personnel Management	Susan Jackson	557-8600
Overseas Private Investment Corporation	Susan Jackson	557-8600
Panama Canal Commission	Susan Jackson	557-8600
Pennsylvania Avenue Development Corporation	Rick L. Landers	557-8600
Pension Benefit Guaranty Corporation	Judith L. Turlington	557-8600
Postal Rate Commission	Anne B. Squires	557-8600

INDEPENDENT AGENCIES, COMMISSION, ETC.GSA/FSS ContactsTelephone

(continued)

Railroad Retirement Board	Anne B. Squires	557-8600
Securities and Exchange Commission	H. Earline Sinclair	557-8600
Selective Service System	Judith L. Turlington	557-0977
Small Business Administration	Linda S. Semko	557-0977
Tennessee Valley Authority	Anne B. Squires	557-8600
United States International Trade Commission	Susan Jackson	557-8600
Veterans Administration	Judith L. Turlington	557-0977

OTHER SUBMITTING ACTIVITIES

Executive Office of the President	Rick L. Landers	557-8600
Central Intelligence Agency	Rick L. Landers	557-8600

QUASI-OFFICIAL AGENCIES

Smithsonian Institution	H. Earline Sinclair	557-8600
United States Postal Service	H. Earline Sinclair	557-8600

LEGISLATIVE BRANCH VOLUNTARY PARTICIPANTS

Architect of the Capitol	Rick L. Landers	557-8600
General Accounting Office	Judith L. Turlington	557-0977
Government Printing Office	Linda K. Nelson	557-8600
Library of Congress	Linda S. Semko	557-0977

Corrections and Clarifications

GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan

Corrections

1. The following changes should be made in the instructions:

✓ Column 6(d) - Reserve

Enter number of items in storage for future use, i.e., not reported as excess in column 6(c).

Column 6(m) - Expense Plan

✓ Enter total dollar value for each line item. Column 6(k) times column 6(l).

2. The following changes should be made in the specified lines on the form:

✓ Line Item No. 132 - Price should be \$67.
✓ Line Item No. 200 - NSN should be 7110-01-015-1362.
✓ Line Item No. 216 - NSN should be 7110-00-902-8375.
✓ Line Item No. 297 - NSN should be 7110-00-143-0821.
✓ Line Item No. 322 - Price should be \$196.

? It is now!

3. The following paragraphs should be added to the specified section of the instructions:

✓ Columns 6(c) through 6(f) - AGENCY PRESENT INVENTORY

Where it is not feasible to report inventory for your Agency/Bureau by individual NSN and an inventory by generic grouping is submitted, these figures should be entered in the shaded area on the line for totals for each generic group.

✓ Column 6(j) - Justification Code

Before using "upgrading" as a justification for proposed new procurements, ensure that you are in compliance with FPMR 101-25.104 covering Acquisition of office furniture and office machines.

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FY 1981 FSG 71 Furniture Requirements and Expense Plan



General Services Administration
Federal Supply Service

Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090005-4

FY 1981 FSG 71 FURNITURE REQUIREMENTS
EXPENSE PLAN SUMMARY

0244-GSA-OT

INSTRUCTIONS

Blocks 1 thru 5. For instructions for these blocks, see detailed instructions for GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan. Column 6(a) – Expense Category. These are the items to be summarized from GSA Form T-800, FY 1981 FSG 71 Furniture Requirements and Expense Plan. Column 6(b) – Line Item No. This number relates to the Line Item No. on GSA Form T-800. Column 6(c) – Justification Code and Column 6(d) – Total Expense Plan. Enter the Justification Code and Total Expense Plan dollar figure for each Expense Category below, from the corresponding Line Item No. on GSA Form T-800.

1. APPROPRIATION CODE(S) AND TITLE(S)	(a) CODE	(b) TITLE		
	Not applicable	Not applicable		
2. AGENCY/BUREAU	3. AGENCY/BUREAU ADDRESS	4. CONTACT PERSON		5. PHONE
Central Intelligence Agency	Washington, DC 20505	Supply Division, Office of Logistics		STAT
6.	EXPENSE CATEGORY	LINE ITEM NO.	JUSTIFICATION CODE	TOTAL EXPENSE PLAN
	(a)	(b)	(c)	(d)

SECTION I – OFFICE FURNITURE

TOTAL HDV NSN ITEMS WITH (*) ASTERISK	332		-0-
TOTAL OTHER CONTROLLED NSN ITEMS	333		-0-
TOTAL CONTROLLED NSN ITEMS	334		-0-
TOTAL GSA SCHEDULES AND LOCAL PURCHASES	335		-0-
TOTAL MISCELLANEOUS AND EXPENDABLE ITEMS	336	4	1,043,542
TOTAL SYSTEMS FURNITURE	337	4	614,000
TOTAL OFFICE FURNITURE	338		1,657,542

SECTION II – HOUSEHOLD FURNITURE

TOTAL HOUSEHOLD FURNITURE	346		-0-
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SECTION III – ALL OTHER FURNITURE

TOTAL ALL OTHER FURNITURE	347		-0-
TOTAL FURNITURE (Totals of Sections I, II, and III above)			1,657,542

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SECTION I - OFFICE FURNITURE, STANDS, Continued

6. ITEM *Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)
		Declared Excess	Reserve	In Use	Total Items							
Wood												
*7110-00-151-6485	284										74	
*7110-00-264-4561	285										171	
Steel, Contemporary												
*7110-00-601-9835	286										63	
*7110-00-601-9849	287										63	
*7110-00-601-9841	288										67	
*7110-00-601-9832	289										86	
*7110-00-601-9847	290										86	
TOTAL HDV NSNs WITH (*) ASTERISK	291											
OTHER CONTROLLED NSN ITEMS	292											
TOTAL CONTROLLED NSN ITEMS	293											
GSA SCHEDULES AND LOCAL PURCHASES	294											
TOTAL - STANDS	295					0	250	0	4	770	75	57,750

TABLES

Gray Steel												
*7110-00-143-0820	296										68	
*7110-00-143-1821	297										94	
*7110-00-143-0822	298										105	
Wood												
*7110-00-177-4901	299										66	
*7110-00-264-5236	300										184	
*7110-00-267-6980	301										307	
*7110-00-958-0780	302										100	
*7110-00-823-7675	303										122	
*7110-00-926-6702	304										122	
*7110-00-993-5073	305										91	
Steel, Contemporary												
*7110-00-113-0448	306										93	
*7110-00-113-0454	307										93	
*7110-00-149-2044	308										106	
*7110-00-149-2045	309										106	
*7110-00-113-0507	310										75	
*7110-00-113-0509	311										75	
*7110-00-113-0521	312										68	

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 SECTION I - OFFICE FURNITURE, TABLES, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO. (b)	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED (g)	ITEMS REQUIRING REPLACEMENT (h)	ITEMS TO BE ACQUIRED THRU EXCESS (i)	JUSTIFICATION CODE (j)	ITEMS TO BE PROCURED (k)	CURRENT GSA PRICE (dollars) (l)	EXPENSE PLAN (dollars) (m)
		Declared Excess (c)	Reserve (d)	In Use (e)	Total Items (f)							
*7110-00-113-0595	313										60	
*7110-00-113-0633	314										60	
TOTAL HDV NSNs WITH (*) ASTERISK	315											
OTHER CONTROLLED NSN ITEMS	316											
TOTAL CONTROLLED NSN ITEMS	317											
GSA SCHEDULES AND LOCAL PURCHASES	318											
TOTAL - TABLES	319					0	50	0	4	250	115	28,750
WARDROBES												
Gray Steel												
*7105-00-275-6224	320										96	
*7105-00-269-9217	321										125	
Wood												
*7105-00-151-6575	322										74	
Steel, Contemporary												
*7105-00-764-5193	323										167	
*7105-00-764-5162	324										167	
TOTAL HDV NSNs WITH (*) ASTERISK	325											
OTHER CONTROLLED NSN ITEMS	326											
TOTAL CONTROLLED NSN ITEMS	327											
GSA SCHEDULES AND LOCAL PURCHASES	328											
TOTAL - WARDROBES	329											
TOTAL MISCELLANEOUS AND EXPENDABLE ITEMS	330					0	1485	0	4	7005		1,043,542
TOTAL SYSTEMS FURNITURE	331					0	0	0	4	500	1228	614,000

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SECTION I - OFFICE FURNITURE, RACKS, Continued

6. ITEM *Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)		
		Declared Excess	Reserve	In Use	Total Items									
(a)	(b)	(c)	(d)	(e)	(f)									
TOTAL CONTROLLED NSN ITEMS	264													
GSA SCHEDULES AND LOCAL PURCHASES	265													
TOTAL - RACKS	266					0	100	0	4	300	90	27,000		
SHELVING														
Gray Steel														
*7125-00-286-5301	267										200			
*7125-00-559-6378	268										87			
*7125-00-558-0011	269										101			
TOTAL HDV NSNs WITH (*) ASTERISK	270													
OTHER CONTROLLED NSN ITEMS	271													
TOTAL CONTROLLED NSN ITEMS	272													
GSA SCHEDULES AND LOCAL PURCHASES	273													
TOTAL - SHELVING	274					0	50	0	4	550	300	165,000		
SOFA (DAVENPORT)														
Wood														
*7110-00-916-5840	275										433			
TOTAL HDV NSNs WITH (*) ASTERISK	276													
OTHER CONTROLLED NSN ITEMS	277													
TOTAL CONTROLLED NSN ITEMS	278													
GSA SCHEDULES AND LOCAL PURCHASES	279													
TOTAL - SOFA	280													
STANDS														
Gray Steel														
*7110-00-143-0825	281										84			
*7110-00-262-6654	282										69			
*7110-00-685-5534	283										72			

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 SECTION I - OFFICE FURNITURE, LOCKERS, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACEMENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFICATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)	
		Declared Excess	Reserve	In Use	Total Items								
TOTAL CONTROLLED NSN ITEMS	238												
GSA SCHEDULES AND LOCAL PURCHASES	239												
TOTAL - LOCKERS	240												
PARTITIONS													
Steel, Contemporary													
*7195-01-022-3573	241										92		
*7195-01-017-7876	242						-				92		
*7195-01-022-3579	243										92		
*7195-00-118-8922	244										113		
*7195-00-118-8923	245										113		
*7195-00-118-8933	246										113		
*7195-01-022-0837	247										113		
*7195-00-118-8964	248										113		
*7195-00-118-8963	249										113		
*7195-00-118-8967	250										128		
*7195-00-118-8966	251										128		
*7195-00-118-8987	252										128		
*7195-01-022-0888	253										128		
*7195-00-118-8990	254										128		
*7195-00-118-8989	255										128		
TOTAL HDV NSNs WITH (*) ASTERISK	256												
OTHER CONTROLLED NSN ITEMS	257												
TOTAL CONTROLLED NSN ITEMS	258												
GSA SCHEDULES AND LOCAL PURCHASES	259												
TOTAL - PARTITIONS	260					0	150	0	4	1300	128	166,400	
RACKS													
Wood													
*7195-00-132-6642	261										90		
TOTAL HDV NSNs WITH (*) ASTERISK	262												
OTHER CONTROLLED NSN ITEMS	263												

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SECTION I - OFFICE FURNITURE, DESKS, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)
		Declared Excess	Reserve	In Use	Total Items							
GSA SCHEDULES AND LOCAL PURCHASES	213											
TOTAL - DESKS	214					0	150	0	4	500	285	142,500

DESK ATTACHMENTS

Gray Steel

*7110-00-143-0902	215										107	
Wood												
*7100-00-902-8375	216										130	
*7110-00-902-8374	217										130	
Steel, Contemporary												
*7110-01-016-7147	218										132	
*7110-01-016-6580	219										132	
*7110-01-017-8950	220										131	
*7110-01-017-8770	221										131	
*7110-01-017-8952	222										131	
*7110-01-016-7663	223										127	
*7110-01-016-8717	224										127	
*7110-01-016-8718	225										127	
*7110-01-016-8719	226										127	
TOTAL HDV NSNs WITH (*) ASTERISK	227											

OTHER CONTROLLED
NSN ITEMS

TOTAL CONTROLLED NSN ITEMS	229											
GSA SCHEDULES AND LOCAL PURCHASES	230											
TOTAL - DESK ATTACHMENTS	231					0	100	0	4	500	130	65,000

LOCKERS

Gray Steel

*7125-00-530-1938	232										69	
*7125-00-543-7124	233										104	
*7125-00-680-2764	234										72	
*7125-00-753-6238	235										120	
TOTAL HDV NSNs WITH (*) ASTERISK	236											
OTHER CONTROLLED NSN ITEMS	237											

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 SECTION I - OFFICE FURNITURE, DESKS

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)		
		Declared Excess	Reserve	In Use	Total Items									
Gray Steel														
*7110-00-143-0832	179													236
*7110-00-758-6146	180													277
*7110-00-143-0835	181													258
*7110-00-143-0838	182													260
*7110-00-143-0840	183													335
*7110-00-740-8931	184													186
*7110-00-143-0833	185													266
*7110-00-143-0830	186													192
Wood														
*7110-00-721-9941	187													249
*7110-00-721-9940	188													249
*7110-00-262-6693	189													658
*7110-00-958-0779	190													330
*7110-00-847-0226	191													366
*7110-00-143-1038	192													311
*7110-00-177-4881	193													361
*7110-00-262-6691	194													544
*7110-00-262-6692	195													544
Steel, Contemporary														
*7110-00-149-1626	196													236
*7110-00-149-1630	197													236
*7110-00-149-1627	198													266
*7110-00-149-1631	199													266
*7110-00-015-1362	200													189
*7110-01-015-1361	201													189
*7110-01-016-5642	202													189
*7110-01-021-3609	203													189
*7110-00-149-1624	204													176
*7110-00-149-1628	205													176
*7110-00-149-1625	206													176
*7110-00-149-1629	207													176
*7110-00-601-9850	208													195
*7110-00-601-9851	209													195
TOTAL HDV NSNs WITH (*) ASTERISK	210													
OTHER CONTROLLED NSN ITEMS	211													
TOTAL CONTROLLED NSN ITEMS	212													

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 SECTION I - OFFICE FURNITURE, CHAIRS, Continued

6. ITEM *Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)												
		Declared Excess	Reserve	In Use	Total Items								(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
*7110-00-149-2070	154																						65	
*7110-00-149-2071	155																						65	
*7110-00-149-2068	156																						65	
*7110-00-000-0102	157																						65	
TOTAL HDV NSNs WITH (*) ASTERISK	158																							
OTHER CONTROLLED NSN ITEMS	159																							
TOTAL CONTROLLED NSN ITEMS	160																							
GSA SCHEDULES AND LOCAL PURCHASES	161																							
TOTAL - CHAIRS	162														0	275	0	4	1500	100	150,000			

CREDENZAS

Gray Steel																								
*7110-00-097-8128	163																						113	
Wood, Executive - Traditional																								
*7110-00-833-0486	164																						384	
Wood, Executive - Unitized																								
*7110-00-762-5513	165																						204	
Steel, Contemporary																								
*7110-00-128-0076	166																						325	
*7110-00-149-1659	167																						325	
*7110-00-128-0077	168																						246	
*7110-00-128-0094	169																						246	
*7110-00-128-0096	170																						110	
*7110-00-128-0546	171																						110	
*7110-00-128-0065	172																						199	
*7110-00-128-0067	173																						199	
TOTAL HDV NSNs WITH (*) ASTERISK	174																							
OTHER CONTROLLED NSN ITEMS	175																							
TOTAL CONTROLLED NSN ITEMS	176																							
GSA SCHEDULES AND LOCAL PURCHASES	177																							
TOTAL - CREDENZAS	178														0	40	0	4	200	265	53,000			

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SECTION I - OFFICE FURNITURE, CHAIRS, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)	
		Declared Excess	Reserve	In Use	Total Items								
*7110-00-597-8010	114											112	
*7110-00-597-8014	115											99	
*7110-00-597-7999	116											112	
*7110-01-018-6757	117											112	
*7110-00-601-9030	118											74	
*7110-00-601-9031	119											74	
*7110-00-601-9033	120											74	
*7110-00-601-9037	121											74	
*7110-00-601-9043	122											74	
*7110-00-601-9044	123											74	
*7110-00-601-9040	124											74	
*7110-00-149-2072	125											67	
*7110-00-149-2073	126											67	
*7110-00-149-2074	127											67	
*7110-00-149-2075	128											67	
*7110-00-149-2078	129											67	
*7110-00-149-2079	130											67	
*7110-00-149-2076	131											67	
*7110-01-018-6727	132											112	
*7110-00-602-0229	133											83	
*7110-00-602-0254	134											83	
*7110-00-602-0262	135											83	
*7110-00-602-0263	136											83	
*7110-00-602-0322	137											83	
*7110-00-602-0325	138											83	
*7110-00-602-0330	139											83	
*7110-00-602-0266	140											83	
*7110-01-017-3634	141											83	
*7110-00-149-1649	142											70	
*7110-00-149-1650	143											70	
*7110-00-149-1652	144											70	
*7110-00-149-1653	145											70	
*7110-00-149-1656	146											70	
*7110-00-149-1658	147											70	
*7110-00-149-1654	148											70	
*7110-00-000-0103	149											70	
*7110-00-149-2064	150											65	
*7110-00-149-2065	151											65	
*7110-00-149-2066	152											65	
*7110-00-149-2067	153											65	

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SECTION I - OFFICE FURNITURE, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)
		Declared Excess	Reserve	In Use	Total Items							
CHAIRS												
Gray Steel												
*7110-00-273-8782	079										37	
*7110-00-273-8785	080										27.50	
*7110-00-782-3504	081										51	
*7110-00-273-8793	082										51	
*7110-00-273-8795	083										49	
*7110-00-782-3507	084										42	
*7110-00-273-8791	085										42	
*7110-00-273-8789	086										72	
*7110-00-281-4469	087										41	
*7110-00-194-1611	088										41	
Metal												
*7110-00-264-5339	089										53	
*7110-00-264-5340	090										63	
*7110-00-262-6690	091										88	
*7110-00-952-7209	092										103	
*7110-00-753-5552	093										103	
*7110-00-753-5553	094										103	
*7110-00-753-5551	095										103	
Wood												
*7110-00-931-4402	096										111	
*7110-00-931-4408	097										111	
*7110-00-959-4754	098										179	
*7110-00-959-4737	099										95	
*7105-00-113-5410	100										200	
*7105-00-056-9514	101										158	
*7110-00-927-3197	102										218	
*7110-00-964-7370	103										252	
*7110-00-931-4442	104										222	
*7110-00-931-4448	105										222	
*7110-00-964-7516	106										197	
*7110-00-964-7528	107										197	
*7110-00-931-4468	108										96	
*7110-00-957-5419	109										111	
Steel, Contemporary												
*7110-00-597-7959	110										112	
*7110-00-597-7968	111										112	
*7110-00-597-7980	112										112	
*7110-00-597-8000	113										112	

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SECTION I - OFFICE FURNITURE, CABINETS, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE-MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI-CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)
		Declared Excess	Reserve	In Use	Total Items							
*7110-00-497-2506	051										156	
*7110-00-497-2370	052										165	
*7110-00-149-1646	053										126	
*7110-00-149-2021	054										183	
*7110-00-149-2022	055										183	
*7110-00-149-2024	056										205	
*7110-00-149-1660	057										220	
*7110-00-149-1661	058										220	
*7110-00-149-1662	059										232	
*7110-00-149-1663	060										232	
*7110-00-149-1666	061										230	
*7110-00-149-1669	062										241	
*7125-00-764-6129	063										143	
*7125-00-764-6141	064										143	
*7125-00-764-5744	065										127	
TOTAL HDV NSNs WITH (*) ASTERISK	066											
OTHER CONTROLLED NSN ITEMS	067											
TOTAL CONTROLLED NSN ITEMS	068											
GSA SCHEDULES AND LOCAL PURCHASES	069											
TOTAL - CABINETS	070					0	100	0	4	400	200	80,000

CARRELS, DESK

Steel, Contemporary												
*7110-00-113-2302	071										118	
*7110-00-113-2321	072										118	
*7110-00-004-6706	073										75	
TOTAL HDV NSNs WITH (*) ASTERISK	074											
OTHER CONTROLLED NSN ITEMS	075											
TOTAL CONTROLLED NSN ITEMS	076											
GSA SCHEDULES AND LOCAL PURCHASES	077											
TOTAL - CARRELS, DESKS	078											

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SECTION I - OFFICE FURNITURE, BOOKCASES, Continued

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)		
		Declared Excess	Reserve	In Use	Total Items									
TOTAL CONTROLLED NSN ITEMS	019													
GSA SCHEDULES AND LOCAL PURCHASES	020													
TOTAL - BOOKCASES	021					0	120	0	4	335	100	33,500		
CABINETS														
<i>Gray Steel</i>														
*7110-00-281-7783	022											331		
*7110-00-273-9459	023											282		
*7110-00-132-6496	024											307		
*7110-00-551-5493	025											92		
*7110-00-286-3796	026											170		
*7110-00-286-3798	027											161		
*7125-00-285-1803	028											96		
*7125-00-633-8721	029											87		
*7125-00-062-7894	030											281		
*7125-00-641-5436	031											128		
*7125-00-269-8534	032											125		
*7125-00-988-9544	033											138		
*7125-00-641-5434	034											118		
<i>Wood, Executive - Unitized</i>														
*7110-00-734-5116	035											123		
*7110-00-734-5126	036											198		
<i>Metal</i>														
*7110-00-551-5494	037											111		
*7110-00-551-5490	038											107		
*7110-00-551-5485	039											198		
*7110-00-551-5495	040											192		
<i>Steel, Contemporary</i>														
*7110-00-497-1420	041											91		
*7110-00-764-5061	042											91		
*7110-00-004-6695	043											92		
*7110-00-985-5687	044											92		
*7110-00-497-1783	045											174		
*7110-00-497-1976	046											164		
*7110-00-497-2012	047											164		
*7110-00-497-1829	048											174		
*7110-00-497-2346	049											165		
*7110-00-497-2508	050											156		

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FY 1981 FSG 71 FURNITURE REQUIREMENTS AND EXPENSE PLAN

INTERAGENCY REPORT CONTROL NO.
0244-GSA-OT

1. APPROPRIATION CODE(S) AND TITLE(S)		(a) Code Not applicable	(b) Title Not applicable		
2. AGENCY/BUREAU		3. AGENCY/BUREAU ADDRESS			
Central Intelligence Agency		Washington, D.C. 20505			
		4. CONTACT PERSON	Deputy Chief, Supply Division, Office of Logistics	5. PHONE	STAT STAT

SECTION I - OFFICE FURNITURE

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE-MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI-CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)
		Declared Excess	Reserve	In Use	Total Items							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)

BINS, STORAGE AND DISPLAY

Gray Steel														
*7125-00-270-7720	001												115	
*7125-00-270-7722	002												241	
TOTAL HDV NSNs WITH (*) ASTERISK	003													
OTHER CONTROLLED NSN ITEMS	004													
TOTAL CONTROLLED NSN ITEMS	005													
GSA SCHEDULES AND LOCAL PURCHASES	006													
TOTAL - BINS, STORAGE AND DISPLAY	007					0	100	0	4	400	185.	74,000		

BOOKCASES

Gray Steel														
*7110-00-143-0839	008											46		
*7110-00-262-6648	009											26		
Wood														
*7110-00-194-1613	010											83		
*7110-00-973-5127	011											212		
*7110-00-290-0368	012											255		

Steel, Contemporary														
*7110-00-601-9823	013											56		
*7110-00-149-1621	014											56		
*7110-00-601-9821	015											67		
*7110-00-601-9822	016											67		

TOTAL HDV NSNs WITH (*) ASTERISK	017													
OTHER CONTROLLED NSN ITEMS	018													

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Column 6(e) - In Use

Enter number of items presently being used in offices and workspaces, etc.

Column 6(f) - Total Items

Enter totals of columns (c), (d), and (e).

Column 6(g) - Items to be Repaired

Enter number of items to be repaired.

Column 6(h) - Items Requiring Replacement

Enter number of items requiring replacement. Presently, there are no reliable statistics available to calculate a weighted depreciation rate. As items become too worn for rehabilitation, they are generally replaced. For purposes of this report, furniture items will be assumed to have an average life of 20 years. If a different depreciation rate is used by your agency, which more accurately reflects the useful life of the item, please indicate the figure used in the narrative justification.

Column 6(i) - Items to be Acquired Thru Excess

Enter number of items to be acquired through excess.

Column 6(j) - Justification Code

The justification provided for proposed new procurements will be used by GSA to evaluate the Agency/Bureau furniture requirements submission. The code number listed in this column should represent the major reason (justification) for proposed new procurements. Because this information is so important in the evaluation process, a narrative explanation supporting each Agency/Bureau submission must accompany GSA Form T-800, FY 1981 FSC 71 Furniture Requirements and Expense Plan. This narrative should focus on all major reasons for proposed new procurements but only the number code for the most significant justification should be entered in column 6(j).

It is not necessary to enter justification codes for each individual NSN listed. Lines requiring code entries are those not shaded in column (j) and generally represent totals within each generic grouping.

<u>Justification</u>	<u>Code</u>
To replace nonrepairable items	1
Upgrading	2
To replace lost, stolen, damaged, or destroyed equipment	3
To equip new facilities	4
New or expanded programs/functions	5

Column 6(k) - Items to be Procured

Enter number of new items to be procured through GSA or other sources.

Column 6(l) - Current GSA Price

"Current" GSA price is the price effective June 1, 1980.

Column 6(m) - Expense Plan

Enter total dollar value for each line item. (Column 5(k) times column 5(l).)

SECTION II - Household Furniture

Household Furniture includes items customarily used in furnishing military living quarters or Government housing which could be used in a private home or apartment. These items generally have a useful life of more than one year and are repairable and recyclable. While Federal Supply Class 7105 designates "Household Furniture," selected items under this FSC are carried in Section I, Office Furniture, because these items are also frequently used in offices and office-work environments. If the item is designated a High Dollar Volume (HDV) or Other Controlled NSN in Section I of the FY 1981 Furniture Requirements and Expense Plan, the item should be reported in Section I and not be reported in Section II or in Section III.

For each furniture style listed, please report estimated total dollar expenditures for all furniture, i.e. bedroom, living room, etc., which will be bought in that style. Justification codes are required for all Household Furniture.

SECTION III - All Other Furniture

This category includes all other furniture not included in Section I and II. Dormitory, library, hospital, classroom, and cafeteria furniture should be reported here.

**B. INSTRUCTIONS FOR COMPLETING GSA FORM T-801,
FY 1981 REQUIREMENTS AND EXPENSE PLAN SUMMARY**

These instructions can be found at the top of the form.

A. INSTRUCTIONS FOR COMPLETING GSA FORM T-800
FY 1981 FSC 71 FURNITURE REQUIREMENTS AND EXPENSE PLAN

General

The nonshaded areas of this form should be completed where possible. However, column 6(j) Justification code, 6(k) Items to be procured, and 6(m) Expense Plan, MUST be completed. By itself, the Justification code (column 6(j)) entry does not provide sufficient justification for the items ordered. Therefore, a narrative justification should also accompany the submission, tied into item category and the line item number in column 6(b).

Please use a ball-point pen or a typewriter. Do not use a pencil or felt-tip pen because they have a tendency to smudge and become unreadable.

DETAILED INSTRUCTIONS

Block 1 - Appropriation Code (a) and Title (b)

Enter the Agency/Bureau's 11 digit OMB appropriation code and corresponding title. If more than three appropriation codes are represented in the data you are providing, list only the three most significant codes in terms of furniture dollars to be expended in FY 1981.

Block 2 - Agency/Bureau

Enter the Agency and Bureau's official title/designation, e.g., "Department of Agriculture, Forest Service," "Department of Commerce, Patent and Trademark Office," etc. Please do not abbreviate.

Block 3 - Agency/Bureau Address

Enter the Agency/Bureau's official U.S. Postal mailing address.

Block 4 - Contact Person

Enter the name of the Property Management Officer (PMO).

Block 5 - Phone

Enter the telephone number for the person listed in Block 4.

SECTION I - OFFICE FURNITURE

Column 6(a) - Item

This includes categories of furniture listed under Federal Supply Group (FSG) 71, Federal Supply Classes (FSC's) 7105, 7110, 7125, and 7195; items of furniture purchased from GSA Federal Supply Schedules under FSG 71; and all other furniture, regardless of method of purchase, as defined below.

While FSC 7110 is the designated Federal Supply Class (FSC) for "Office Furniture," the FY 1981 Furniture Requirements and Expense Plan includes some items, frequently used in offices and office-work environments, that fall into Federal Supply Classes 7105, 7125 and 7195. These items should be recorded on the Expense Plan under High Dollar Volume (HDV) NSNs or Other Controlled NSNs as shown.

Subcategories of Office Furniture

- High Dollar Volume (HDV) NSN furniture items are indicated on this form by an asterisk(*). These items may be relatively inexpensive on a per-item basis but, in the aggregate, constitute high dollar value items for contracting purposes for GSA. These items have an expected life of more than one year under normal use, and frequently can be recycled for further use after being repaired or rehabilitated. Because of their wide acceptability, these items are likely to be recycled several times, and are individually controlled. These HDV items are indicated with an asterisk(*) in the attached "Item Descriptions for FY 1981 Furniture Requirements and Expense Plan."

- Other Controlled NSN furniture items have the same characteristics as HDV furniture, except that these items are in lower demand for general use by customer agencies and are not listed on a per-item basis. An example would be a rotary chair with a less popular upholstery color than a chair listed as an HDV item. These items are also described in the enclosed "Item Descriptions for FY 1981 Furniture Requirements and Expense Plan." Only total dollar value should be reported in column(m) for each type of furniture, i.e., bookcases, chairs, desks.

- GSA Schedule and Local Purchase includes office furniture procurements from these two or any other sources. Only total dollar value should be reported in column(m) for each type of furniture, i.e., bookcases, chairs, desks.

- Miscellaneous, and expendable furniture items, are those items under \$100 value, that are not generally worth repairing, e.g., ordinary trays, ash trays, picture frames, mirrors, etc. Only total dollar value should be reported in column(m).

- Systems furniture includes all procurements of systems furniture regardless of the method of purchase. Only total dollar value should be reported in column(m).

Column 6(b) - Line Item No.

This is a preassigned sequential number for each line item.

Columns 6(c) thru 6(f) - AGENCY PRESENT INVENTORY

Whenever possible, the data requested in these columns should be entered by individual NSN. If this is not feasible for your Agency/Bureau, an inventory by generic grouping, in lieu of the individual NSN inventory, can be submitted as the data in this report will not be used for an auditable inventory for FY 1981.

Column 6(c) - Declared Excess

Enter number of units you have reported to GSA as excess and still have on hand as of the date of this report.

Column 6(d) - Reserve

Enter number of items in storage for future use, i.e., not reported as excess, in column 5(c).

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SECTION I - OFFICE FURNITURE - GRAND TOTALS

6. ITEM * Indicates NSN items individually controlled	LINE ITEM NO.	AGENCY PRESENT INVENTORY (items)				ITEMS TO BE REPAIRED	ITEMS REQUIRING REPLACE- MENT	ITEMS TO BE ACQUIRED THRU EXCESS	JUSTIFI- CATION CODE	ITEMS TO BE PROCURED	CURRENT GSA PRICE (dollars)	EXPENSE PLAN (dollars)		
		Declared Excess	Reserve	In Use	Total Items									
TOTAL HDV NSNs WITH (*) ASTERISK	332													
TOTAL OTHER CONTROLLED NSN ITEMS	333													
TOTAL CONTROLLED NSN ITEMS	334													
TOTAL GSA SCHEDULES AND LOCAL PURCHASES	335													
TOTAL MISCELLANEOUS AND EXPENDABLE ITEMS	336					0	1485	0	4	7005				1,043,542
TOTAL SYSTEMS FURNITURE	337					0	0	0	4	500	1228			614,000
TOTAL OFFICE FURNITURE	338					0	1485	0	4	7505				1,657,542

SECTION II - HOUSEHOLD FURNITURE

Contemporary	339													
Early American	340													
Mediterranean	341													
Danish Modern	342													
Ranch	343													
Traditional	344													
Other	345													
TOTAL HOUSEHOLD FURNITURE	346					0	0	0	0	0	0			0

SECTION III - ALL OTHER FURNITURE

TOTAL ALL OTHER FURNITURE	347													
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